



## 2013 TOWN OF FAIRFAX

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### SELECTBOARD MEETING MONDAY, NOVEMBER 18, 2013 7:00 PM

The minutes presented below are unapproved subject to corrections and/or additions at the next Selectboard meeting. Those corrections and/or additions will be written to the original minutes. If you, the viewer, wish to personally see those changes, you will need to go to the Fairfax Town Office to view those changes as written on the original paper copy.

**Selectboard Members Present:** Randy DeVine, Chair; Dave Shea, Tom Fontaine and Leebeth Ann Lemieux.

**Public Present:** Joe Trash, Duffy's; LCATV

**Call to Order:** Randy called the meeting to order at 7:04 pm.

#### **Minutes 11.1.13:**

\*Tom made the motion to accept the minutes as amended; Randy seconded. The motion carried with a vote of 4-0. (The day was amended as it was a Friday and not a Monday.)

#### **Minutes 11.4.13**

\*Tom made the motion to approve the minutes as written; Ann seconded the motion. The motion carried with a vote of 4-0.

**Purchase Orders:** The orders were reviewed by Randy. Dave had a question concerning the hours of an employee in the Utility Department; the SB was not notified prior to the overtime. It was felt that emergency instances that lead to overtime hours, needs to be recouped by charging a fee for the service rendered to the customer.

Dave brought up that it was a conflict of interest for Randy to be reviewing the Utility Department's invoices and payroll since he was the W/S Superintendent. Dave suggested that from now on he will do the Utility Department's invoices and payroll review for checks and balances.

Dave felt that all mileage claims need to be documented by daily odometer in and out readings as well as a reason for the mileage.

\*Dave made a motion we have a daily mileage log for all reimbursable town mileage, odometer reading in and odometer reading out with a date and reason for mileage. Tom seconded the motion with a conditional approval of seeing and approving the log. At 7:36 pm Dave excused himself from the meeting to retrieve an odometer reading schedule he has in his car. He reentered the meeting at 7:37 pm. Vote on motion: failed until the form is generated and reviewed.

Randy was asked about his hours at the town office and how he differentiates his SB duties from his W/S duties. He stated he logs out on his time sheet.

**Public Input:** None

**Correspondence:** None

**Agenda:**

**Amy Sears, Utility Department:** Cancelled.

Dave asked Randy how come she cancelled. Randy replied "no idea". Randy said, "I understand that Dave had a conversation with Amy this morning". Randy said "he's not her boss".

**Joe Trask - Duffy's Trash & Recycling:**

Joe returns this evening with revisions to the contract. The contract was reviewed with more revisions made. The amount of households was discussed. Tom will contact the town's attorney regarding how to handle senior housing and rental units for payment. Joe stated that the number of households will be audited annually. Joe will make the revisions to the contract discussed and email it to Stacy when completed. He will return to the Board on December 16<sup>th</sup> at 8 pm. with the final contract for signing and the flyer that will be mailed to the residents.

**Other Business:**

1. **Country Pantry - Liquor License:** The business portion of the property, located at MA0951, has been sold. The new owners have filled out an application for a 1<sup>st</sup> class liquor license.

\*Dave made the motion to approve the liquor license for CJ Inc., AKA the Country Pantry Restaurant at MA0951 1<sup>st</sup> class liquor license. The motion was seconded by Tom. Vote 4-0 of approving the application.

2. **Fire Department's invoice for reimbursable services:** The Board reviewed the invoice and gave the go ahead to bill the client. In the future, the Board doesn't feel it's necessary to review the invoice for approval. A copy of the invoice for our records will suffice.

3. **Employee Vacation:** An employee has a question about vacation time. We will contact the employee to come in to meet with the Board.

4. **Town Website Policy:** A draft of the policy was reviewed. Stacy will check with VLCT to see if they have a template for "official town website" policy/social media. Tom will check with other towns on their website policy.

5. **Weight Ordinance:** The weight ordinance document was reviewed and a discussion ensued. The Board members had questions and would like to meet with the Road Foreman as well as Peter King, Town Constable.

6. **Employee Handbook:** It will be reviewed at the next meeting 12.2.13.

7. **Credit/Debit Card Policy:** The revised policy was reviewed by the Board. After a conversation with Deb Woodward, TC & Treas., it was decided to take the word debit out and only approve the policy reading credit card.

\*Dave made the motion that we retract the prior approval of a debit card for the Rec. Dept.; Ann seconded the motion. All were in favor 4-0.

11.18.13 Minutes Cont.

\*Dave made the motion to allow the Rec. Dept. to get a credit card with a monthly card limit of \$1500.00. Tom seconded the motion. The motion carried with a vote of 4-0.

\*Dave made a motion to approve the Credit Card Policy, dated 11.18.13; Ann second. The motion carried with a vote of 4-0.

8. A conversation took place about social contributions in the budget, receiving mail at the new town office and the antenna being placed on the new town office. Tom gave the Board an update on the construction of the new town office. The colors for the building and roof were discussed and approved by consensus of the Board.

9. Katrina Antonovich, Rec. Dept., has presented approval letters for the SB to sign off on for the following grants that she has written.

A. Baptist building renovations with a 20% match. The Board would like more supporting documentation regarding the condition of the building prior to approving a grant for this project.

B. Goose Pond Road and Maxfield Road project: \*Tom made the motion to approve the grant for the Goose Pond Road and Maxfield Road project. Dave seconded the motion. The motion carried with a vote of 4-0. (The project includes raising that section of the road 3' and putting in a larger culvert where it tends to flood.)

C. 100-acre woods trail: \*Tom made a motion that we approve the grant for the 100-acre woods project for developing another trail; Dave seconded. The motion carried with a vote of 4-0.

D. Pavilion at the Recreation Field: \*Tom made a motion to approve the grant for the pavilion; Ann seconded. The motion carried with a vote of 4-0.

**Adjourn:**

9:55 PM - Dave made the motion to adjourn; seconded by Tom. The motion carried with the vote 4-0.

The next regular scheduled meeting will be held on December 2, 2013.

The minutes were submitted by Stacy Wells, Adm. Asst. to the Selectboard.

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Randy DeVine, Chair  
Town of Fairfax Selectboard

**11.18.13**

**ACTION ITEMS FROM THIS MEETING ARE:**

1. TOM WILL CONTACT VLCT REGARDING LIABILITY INSURANCE/WC TO MAKE SURE THAT THERE'S ENOUGH COVERAGE.
2. HE WILL CHECK WITH BRIAN MONAGHAN, TOWN ATTORNEY IN REGARDS TO HOW TO HANDLE CHARGING FOR TRASH AND RECYCLING FOR SENIOR HOUSING, DUPLEXES AND COMMERCIAL PROPERTIES.
3. POLICY ON WEBSITE.